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21 DEC 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[REDACTED]
Director of Information Services

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SUBJECT: OIS Weekly Report (14-20 December 1983)

Classification Review Division

25X1 The Senate Foreign Relations Committee has reopened a classification question involving certain 1961 testimony made by Agency officials in documents that the Committee wants to use in the next volume of the Senate Historical Series. The DO was responsible for review and CRD checked with the DO Information Review Officer who reaffirmed the deletion of certain excerpts [REDACTED]

CRD reviewed four manuscripts for PRB, three documents for the Information and Privacy Division, 57 documents for the OGC Special Task Force, and 17 miscellaneous documents during the past week.

Records Management Division

Chief, RMD and another RMD member attended the first meeting of a joint OIS-ODP study group that was formed to evaluate optical disk technology. The meeting, which was also attended by representatives from ORD, OCR, IMS/DO, and OD&E focused on a proposal prepared by a member of OD&E on using optical disk technology to alleviate a tape storage problem at the Agency Archives and Records Center (AARC). Questions were raised regarding the rate at which magnetic tapes were recalled from the Center, the possibility of putting more material on tapes sent to AARC, and the feasibility of acquiring an optical disk system for test purposes. These issues will be addressed by ODP and RMD before the study group meets again.

The Agency Historian has advised the DCI of the RMD concerns about the possible transfer of 3,000 cubic feet of declassified OSS material to the National Archives and Records Service. Chief, RMD wanted to be sure that OGC addressed the legal problems that might result from such a transfer, if former OSS officers were harmed in some way because of information released to the public. He was also concerned about the

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possible effect that this transfer might have on current employees if they thought that information about [redacted] activities for the Agency might be made public during their lifetime. The Historian stated that these matters would be addressed before any transfer would occur.

The Records Systems Branch sponsored and conducted the 29th running of OIS' Micrographics Seminar. Thirty-four Agency employees attended. The seminar featured speakers from the Micrographics Systems Technology Corporation who provided a general overview of micrographics and discussed the capabilities of various types of related equipment. In addition, several in-house speakers related their experiences in using micrographics for specific records problems.

AARC personnel made 29 additions to RAMS; keyed 1,213 entries from 18 jobs into ARCINS; and received 44 jobs totaling 620 cubic feet.

Regulations Control Division

RCD received a request from the Office of Security to process for publication a draft revision of [redacted]

[redacted] The draft had earlier been forwarded to the DO for review and comment. The DDCI and the Executive Director are interested in having this revision incorporated into the regulation at the earliest date possible. Processing is being delayed until a draft satisfactory to OS and the DO can be obtained.

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RCD currently is processing 128 active jobs which include ten new and revised proposals, six under negotiation, seven for approval, four for printing, and five published.

Issuances of general interest processed this week included a notice advising employees of a security survey of all Agency facilities [redacted], a revision to the Agency shuttle schedules [redacted]

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Information and Privacy Division

A separate report is attached.

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Attachment:
As stated

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EXO/OIS: (21 Dec 1983)

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